



Court Substance Abuse Management Specialist (CSAMS) Credential

Test Dates and Application Instructions

2008 Test Dates

Thursday, February 21	CSAMS Test #130208	Indiana Judicial Center
Thursday, April 24	CSAMS Test #140408	Indiana Judicial Center
Thursday, June 26	CSAMS Test #150608	Indiana Judicial Center
Thursday, August 28	CSAMS Test #160808	Indiana Judicial Center
Thursday, October 30	CSAMS Test #171008	Indiana Judicial Center
Thursday, December 11	CSAMS Test #181208	Indiana Judicial Center

Test Location:

Indiana Judicial Center, 30 South Meridian Street, Indianapolis, Indiana 46204.

Test Time:

Registration 9:30am – 10:00am

Test 10:00am – 12:00pm

The General Information form of the application must be received at the IJC in order to register for the initial test date. Retakes of the test only require a phone call to register for a new test date.

Each applicant must sign in at the test location prior to the test beginning promptly at 10:00am.

Note: CSAMS Test dates are subject to change. Refer to the Court Alcohol and Drug Program website for notice of any changes <http://www.in.gov/judiciary/cadp/csams.html>

If you have any questions, please contact Lori Harmon at the Indiana Judicial Center at lharmon@courts.state.in.us or (317) 232-1313.

Application Instructions

The written application for the CSAMS Credential is comprised of three parts:

1. the general information form;
2. the training record; and
3. the supervised practical training verification form.

Each part must be received by the Indiana Judicial Center in its entirety along with copies of appropriate items before the credential can be awarded.

General Instructions

- The application may be either typed or printed legibly. It is available on the website to download and fill in electronically or can be requested directly from the IJC.
- Copies of applicable certificates or other documentation (i.e. training certificates, degree, counselor certifications, etc.) are to be provided with the appropriate form.
- Required signatures must be original. A faxed copy will not suffice.
- All test materials are available through information provided at Staff Orientation and the CSAMS Substance Abuse Characteristics Training.
- Staff hired prior to January 1, 2005, must complete the application as applicable to their status in order to be eligible for the credential.
- Applicants have two years from the date of first hire as a professional staff member of a certified court alcohol and drug program to complete the credential requirements.
- Refer to the Rules for Court Administered Alcohol and Drug Programs, Section 30 for specific credential requirements.

General Information Form

This form must be completed in order to reserve a test date.

- This form is required from all applicants including those hired before January 2005.
- The general information form with original signatures must be mailed to the Indiana Judicial Center, Attn: CSAMS Credential, 30 South Meridian Street, Indianapolis, IN 46204 at least 30 days prior to the requested test date. Applicants sending the form after that date will not be guaranteed the test date requested and may be rescheduled for the next available test date.
- This portion of the application must be accompanied by copies of all required documentation (i.e. copies of degree, certifications).
- Access to the Judicial Code of Conduct and CSAMS Code of Ethics is available on the Indiana Judicial Center website.

Training Record

This form must be completed before the credential can be awarded—not required for testing.

- Training verification is required for all applicants including those hired before January 2005.
- Training documentation for staff hired prior to January 1, 2005 is not required to be within the last five years.
- An applicant who is a certified probation officer is exempt from the requirement of Criminal Justice Training.
- An applicant who has a current, approved certification through the Indiana Counselors Association on Alcohol and Drug Abuse, an equivalent certification, or assessment staff status under the rules for court programs prior to the CSAMS effective date is exempt from the requirements of Alcohol and Drug Specific Training and Assessment and Interview Training.
- Staff Orientation may fulfill required hours for areas specified when completed and documented on the certificate provided at the conclusion of staff orientation.
- An applicant who takes the written exam once in the first year of hire and passes it the first time is exempt from the Assessment/Interviewing Training and the Alcohol and Drug Specific Training.

Supervised Practical Training Form

This form must be completed before the credential can be awarded—not required for testing.

- This form is not required for applicants hired before January 1, 2005.
- Credentials for acceptable supervision are stated in the Rules for Court Administered Alcohol and Drug Programs under Section 30(b)(3).
- Supervision must relate directly to substance abuse clients.
- Documentation of specific hours must be available upon request.
- This form must be submitted with original signatures. A copy will not suffice.
- An applicant who takes the written exam once in the first year of hire and passes it the first time is only required to complete half of the required supervised practical training hours (250/500 total hours including 50/100 assessment hours).